

CA-PMMProject Name: UIMOD Part 1- CCNPAUOCIO Project #: 7100-181Department: OSI/EDDReporting Period: From: 6/1/09 To: 6/30/09**Team Member to Project Manager****Current Task Summary**

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
Pay Point 2- Deliverable #92a	6/30/09	6/30/09	No
Schedule Rebaseline	6/30/09	6/30/09	No
Accomplished this week			
Approved the Pay Point 2 collection of deliverables as defined in the VzB Statement of Work. Rebaselined the schedule to support an accelerated schedule delivery for call center deployment.			
Planned/Scheduled Completion in Next Two Weeks			
Processing of Change Order to accommodate the addition of agents to the call center facilities (above the Statement of Work specifications).			
Status Summary	Yes/No	Explanation	
Will all assigned tasks be accomplished by their due date?	Yes		
Are there any planned tasks that won't be completed?	No		
Are there problems which affect your ability to accomplish assigned tasks?	No		
Do you plan to take time off that is not currently scheduled?	No		

Status of Assigned Issues

Issue Number	Description	Due Date	Status
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**Team Member to Project
Manager**

CA-PMMProject Name: UIMOD Part 1- CCNPAUOCIO Project #: 7100-181Department: OSI/EDDReporting Period: From: 7/1/09 To: 7/31/09**Project Manager to Sponsor****Current Status Report**

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	Yes			
2. Were any key milestones or deliverables rescheduled?	Yes	Data reconciliation for SPR has taken longer than expected	None	
3. Was work done that was not planned?	No			
4. Were there any changes to scope?	Yes	Change Request to increase the number of agents.	Processing of a Change Request and Change Order is being processed.	CCB action is in progress.
5. Were tasks added that were not originally estimated?	No			
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	No			
8. Are there any new major issues?	No			
9. Are there any staffing problems?	No	Obtaining staff when needed will continue to be the biggest challenge to the project.	Work could be significantly delayed	Monitor Closely

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Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	No		
2. Do any key milestones or deliverables need to be rescheduled?	No		
3. Is there any unplanned work that needs to be done?	No		
4. Are there any expected or recommended changes to scope?	Yes	There has been a request to increase the number of agents (already mentioned above).	CCB action is in work.
5. Are there any tasks not originally estimated that will need to be added?	No		
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	No		
8. Are any major new issues foreseeable?	No	Critical issues are tracked daily.	Monitor closely.
9. Are any staffing problems anticipated?	No	Availability of critical resources when needed is the biggest risk to the project.	Monitor closely.

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Current Status and Accomplishments:

*Describe deliverables completed and milestones met during **this reporting period**.*

The UIMOD Project Office has spent this past month updating the SPR#3 in preparation for submittal to DOF by the end of July 2009. Verizon Business continues their development in preparation for a significant Quality Build (QB) at the end of August 2009. See project milestone chart below.

Project Milestones:

List key milestones and their dates from the project schedule.

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
SPR #3 (OSI/EDD Approved)	7/31/09	8/14/09	On Target	Data reconciliation is taking longer than expected	
QB2 Approval	8/30/09	8/30/09	On Target		
SPR#3 (DOF Approval)	10/30/09	10/30/09	On Target		

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	x			None
Milestones	x			None
Deliverables	x			None
Resources		x		Availability of critical resources when needed is the biggest challenge to the project.
OneTime Cost	x			

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Continuing Cost		x	
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Contractor costs for the new Change Order (Additional Agents) will exceed the estimated amount. The SPR#3 will be submitted in August 2009 to outline the differences.

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Summary Milestones and Highlights

Project Milestones: <i>List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.</i>					
Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
SPR #3 (OSI/EDD Approved)	7/31/09	8/14/09	Delayed	Data reconciliation is taking longer than expected	
QB2 Approval	8/30/09	8/30/09	On Target		
SPR#3 (DOF Approval)	10/30/09	10/30/09	On Target		

Variations Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance". <i>* Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis</i>				
	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	x			None
Milestones	x			None
Deliverables	x			None
Resources		x		Availability of critical resources when needed is the biggest challenge to the project.
One Time Cost	x			
Continuing Cost		x		Contractor costs for the new Change Order (Additional Agents) will exceed the estimated amount. The SPR#3 will be submitted in August 2009 to outline the differences.

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Monitoring Vital Signs Scorecard

Vital Sign	Variance	Value	Your Score	Score Justification
1. Customer Buy-In	High Degree of Buy-In	0	0 Green	There is a high degree of customer buy-in.
	Medium Degree of Buy-In	1		
	Low Degree of Buy-In	2		
2. Technology Viability	Strong Viability	0	0 Green	No issues that could not be resolved.
	Medium Viability	1		
	Weak Viability	2		
3. Status of the Critical Path (delay)	<5%	0	0 Green	The Rebaseline of the schedule (June 2009) has resolved all unresolved critical path delays.
	5% to 10%	1		
	>10%	2		
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	1 Yellow	Two Change Orders have resulted in a cost increase that will be reflected in the SPR#3 update.
	5% to 10%	1		
	>10%	2		
5. High-Probability, High-Impact Risks	0 to 3	0	0 Green	Availability of critical resources when needed is the biggest risk to the project.
	4 to 6	1		
	>6	2		
6. Unresolved Issues (on time resolution)	On time	0	0 Green	The Rebaseline of the schedule (June 2009) has resolved all unresolved issues.
	Late with no impact	1		
	Late impacting the critical path	2		
7. Sponsorship Commitment	Fully engaged	0	0 Green	There is a high degree of sponsorship buy-in.
	Partially engaged	1		
	Inadequate engagement	2		
	Strong alignment	0		

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8. Strategy Alignment	Partial alignment	1	0	Green
	Weak or no alignment	2		
9. Value-to-Business	Strong	0	0	Green
	Medium	1		
	Weak	2		

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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	0	Green	Verizon Business has met all their commitments to date.
	Medium	1			
	Weak	2			
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	0	Green	The Rebaseline of the schedule (June 2009) has resolved all unresolved issues.
	80-90% on time	1			
	<80% on time	2			
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	0	Green	The Rebaseline of the schedule (June 2009) has resolved all unresolved issues.
	80-90% on time	1			
	<80% on time	2			
13. Actual vs. Planned Resources	>90% assigned and available	0	0	Green	Availability of critical resources when needed is the biggest risk to the project.
	80-90% assigned and available	1			
	<80% assigned and available	2			
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0	Green	
	15-25%	1			
	>25%	2			
15. Team Effectiveness	Highly Effective	0	0	Green	
	Moderately Effective	1			
	Ineffective	2			
Total			1	G	

Green = 0 - 8
 Yellow = 9 - 19
 Red = 20+

Vendor Viability Rating Rationale

The Vendor has demonstrated viability to date.

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